

GENERAL DEFINITION OF WORK:

Performs intermediate professional and administrative work directing the operations of the Sheriff's Department and assisting in the overall management of the department; does related work as required. Work is performed under general supervision. Supervision exercised over assigned departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:**Managing the daily activities of assigned divisions; supervising operating divisions and bureaus; investigating complaints; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides logistics, support and oversight to Patrol, Animal Control, Criminal Investigations, Civil Process, Court Security, Communications, School Resource Officers, Community Services divisions.
- Formulates, develops and implements division policies, rules, regulations and operating procedures.
- Confers with, advises and supervises officers commanding units under supervision law enforcement methods, detention problem, personnel administration and other matters; coordinates special work details.
- Coordinates activities with other law enforcement agencies, bureaus and divisions, and other departments.
- Prepares reports on division activities; reviews all reports and ensures accuracy and conformance to department standards.
- Provides direction and guidance; evaluates work of subordinate staff; reviews/approves timesheets and requests for leave.
- Assists in the development of annual budget for division and monitors expenditures; reviews and revises operational manuals.
- Engages in public relations and community service events to promote a positive image for the Department; meets with the news media.
- Supervises federal and state inspections; ensures compliance with DOC rules and regulations; supervises adherence to life/safety issues.
- Reviews and approves inmate programs, Food Service Plan, Fire Plan, and Emergency Plan; evaluates Crisis Management Plans for schools.
- Develops operational plans and assignments for special events, special enforcement, school and community activities.
- Monitors homeland security issues including reviewing FBI bulletins; conducts infrastructure assessments; coordinates scenario-based response drills pertaining o domestic and foreign terrorist incidents.
- Supervises major case management; monitors long-term investigations; reviews reports and cases; determines and reviews special assignments with division commanders; reviews internal affairs cases and takes action as warranted.
- Functions as incident commander during critical incidents; analyzes criminal activity and patterns and/or recommends patrol activity.
- Provides command staff presence for public meetings, boards, etc.; serves as liaison with Fire & Rescue Association; prepares and delivers presentations to both public and private groups; attends meetings with commanders and other agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the rules, regulations and procedures of the department; comprehensive knowledge of local laws and ordinances; comprehensive knowledge of the principles and practices of law enforcement and criminal investigation; comprehensive knowledge of the rules, regulations and procedures of the department; ability to enforce rules firmly and fairly; ability to plan and supervise the work of subordinate personnel; ability to prepare records and reports; ability to establish and maintain effective working relationships with County officials, other law enforcement agencies, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited community college with major course work in Criminal Justice or related field and extensive law enforcement experience including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement Certificate issued by the Commonwealth of Virginia. Possession of or ability to obtain specific certifications depending on departmental assignment. Must meet and maintain minimum qualifications for the position established by the department and the Commonwealth of Virginia. Must have ability to pass physical.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____

Name_____

Signature_____

Date_____

Supervisor_____

Signature_____